

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140069-7

REPORTS INVENTORY

DDS/OTR/SIWA-15

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Annual Program Call: Response to Program Call

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

1

TRAINING

LOGISTICS

SECURITY

MEDICAL

2

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not
number of copies)

1 (EA/TR)

7. FORMAT (memorandum, form
computer print-out, etc)

Memo

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Ex Dir-Compt Memo to all DDS
(Oct each year)10. PREPARING COMPONENT (include lowest level
contributing information to report)

C/SIWA (BO, IF, WAF)

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

3 (BO, IF, WAF), same titles

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|-------|----------------|---|---------------------|---|--------------------|---|-------------------|---|---------------|
| 16 | \$14.50 | | 5 | | \$ 72.50 | | 1 | | \$ 72.50 |
| 15(4) | 12.80 | | 26 | | 332.80 | | 1 | | 332.80 |
| 14(3) | 11.00 | | 4 | | 44.00 | | 1 | | 44.00 |
| 13(4) | 9.10 | | 5 | | 45.50 | | 1 | | 45.50 |
| 7 | 4.50 | | 6 | | 27.00 | | 1 | | 27.00 |
| 6 | 4.00 | | 6 | | 24.00 | | 1 | | 24.00 |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

TOTAL COSTS PER YEAR

\$545.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Justification for budget; proposals for future programs and justifications
of these programs

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS ☒ OTHER (explain) Instructions should enable
☐ CHANGE School and Staff responses to be briefer
☐ DISCONTINUE and more pointed to true needs

MAN-HOURS

DOLLARS

25

\$250(STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

18 Sept 1970

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DC/SIWA/OTR